

COUNCIL POLICY FORM
POLICY 7.2.9

SUBJECT: BOARDS AND COMMISSION ATTENDANCE POLICY

POLICY PURPOSE:

This policy sets Council's expectations and standards of Board and Commissions' members attendance such that members are able to meet and act as an advisory body more effectively by participating regularly at Boards and Commissions meetings.

POLICY STATEMENT:

Staff shall prepare each quarter for the City Council an attendance report of all the City's Boards and Commissions showing the attendance of each member during the past 12 months. The staff will highlight attendance issues.

Every member of the City Boards and Commissions is expected to attend all regularly scheduled meetings. Attendance of less than 75% of the regularly scheduled meetings and/or two consecutive unexcused absences in 12 months is considered substandard. When substandard attendance issues are identified, a letter from the Mayor may be sent to the member asking for improved attendance and remind the member of the Charter and Council policies on consecutive absences. Consistent with the City Charter, Section 1005, if the member has three consecutive unexcused absences from regularly scheduled meetings; the Council will declare the member's seat vacant.

Each Board or Commission will determine whether their respective member's attendance should be excused or unexcused and their determination will be included in the minutes of the meeting. Members with excused absences, which include one personal leave absence, death in the family, personal illness, personal emergencies, and Board business, must inform the Chair and/or City staff of the Board, of their intended absence prior to the meeting. Failure to inform the Chair or staff will result in an unexcused absence.

Based on the number of meetings per service year, the following allowances will apply when determining substandard attendance:

Number of regular commission meetings per service year	Maximum number of unexcused absences a member may have per service year
24 or more	6
12 to 23	5
11 or less	4

Report to Council Nos. 95-407, 01-359

Approved by Council on October 31, 1995

Amended by City Council on October 23, 2001

City Clerk Certification (Susan Kitchens)